L5E5: Work Plan Template

There is no single way to present a "workplan," nor is there a single term used consistently throughout the grantmaking space to describe this part of the narrative. Some funders may say "workplan" while others may ask for your "implementation plan" or your "approach" or "methodology" or may simply ask you a series of questions related to the implementation of your project or the activities in which you plan to engage. Keep in mind that no matter which format you choose, your workplan should be…

1. responsive to the instructions of the funder;
2. organized, logical, easy-to-read, and presented in a clear and easily understood way;
3. connect directly to the rest of your proposal; and
4. include key information – *even if the funder does not explicitly ask for it* – such as the timeline and/or milestones, activities, goals and objectives (if not already stated), and overview of the staffing plan.

The following workplan template provides an idea of what the content should include; other formats can also be selected, as long as they are responsive to the funder.

Overview

[In this space, provide a 1-3 sentence overview of the Work Plan - just to basically tell the reader what to expect. For example:

"In this section we describe our implementation plan, detailing key points about approach, activities, and timing."]

Goal 1: State the first goal here

[to … state the goal concisely - to the extent possible the goal should be "SMART" though this may not be necessary if the objectives are SMART. you can also choose to add 1-2 additional descriptive sentences in this paragraph.]

> Objective 1.1. *[state SMART objective in a single sentence. Add 1-2 additional descriptive sentences if necessary and beneficial]*
> Approach & Activities. *[provide a brief narrative description of the approach/ activities associated with this objective. this section could be 2-5 sentences long. Be sure to convey key details in a chronological order, and mention important partners, and other stakeholders that will be involved. Remember, this should be connected to Objective 1.1]*

> Objective 1.2. *[state SMART objective in a single sentence. Add 1-2 additional descriptive sentences if necessary and beneficial]*
> Approach & Activities. *[provide a brief narrative description of the approach/ activities associated with this objective. this section could be 2-5 sentences long. Be sure to convey key details in a chronological order, and mention important partners, and other stakeholders that will be involved. Remember, this should be connected to Objective 1.2]*

Goal 2: State the second goal here

[to … state the goal concisely - to the extent possible the goal should be "SMART" though this may not be necessary if the objectives are SMART. you can also choose to add 1-2 additional descriptive sentences in this paragraph.]

> Objective 2.1. *[state SMART objective in a single sentence. Add 1-2 additional descriptive sentences if necessary and beneficial]*
> Approach & Activities. *[provide a brief narrative description of the approach/ activities associated with this objective. this section could be 2-5 sentences long. Be sure to convey key details in a chronological order, and mention important partners, and other stakeholders that will be involved. Remember, this should be connected to Objective 2.1]*
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> Objective 2.2. *[state SMART objective in a single sentence. Add 1-2 additional descriptive sentences if necessary and beneficial]*
> Approach & Activities. *[provide a brief narrative description of the approach/ activities associated with this objective. this section could be 2-5 sentences long. Be sure to convey key details in a chronological order, and mention important partners, and other stakeholders that will be involved. Remember, this should be connected to Objective 2.2]*

1-Year Timeline

Activity	Key Staff	Month											
		1	2	3	4	5	6	7	8	9	10	11	12
Enter activities here… try to keep to a single line, be specific	Last Name	x											
Enter activities here… try to keep to a single line, be specific	Last Name		x										
Enter activities here… try to keep to a single line, be specific	Last Name		x										
Enter activities here… try to keep to a single line, be specific	Last Name		x	x									
Enter activities here… try to keep to a single line, be specific	Last Name			x	x	x							
Enter activities here… try to keep to a single line, be specific	Last Name				x	x							
Enter activities here… try to keep to a single line, be specific	Last Name					x							
Enter activities here… try to keep to a single line, be specific	Last Name					x	x	x					
Enter activities here… try to keep to a single line, be specific	Last Name							x					
Enter activities here… try to keep to a single line, be specific	Last Name								x	x			
Enter activities here… try to keep to a single line, be specific	Last Name												
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